



Central Architecture Library Presentation and services

POLITECNICO DI MILANO 2012.2013



Web services:

- **the collective University catalogue (OPAC):** to search for documents held by University libraries and access personal area services (e.g. loan request, reservation, renewal, bibliographical archiving and visualisation of own reader status)
- **information concerning opening hours and services** of individual libraries
- **POLITesi:** platform for the submission, approval and archiving of theses at Politecnico di Milano since July 2010
- **electronic journals and databases:** online consultation of numerous databases and electronic journals
- **collections of e-books:** electronic books for engineering and architecture
- **POLIssearch:** meta search engine to simultaneously discover and search on-line information resources under subscription or free-of-charge and an environment with services which may be personalised
- **SFX:** tool for immediate verification of whether the Library possesses the electronic version of the searched resource allowing the user to recover the document in full text or access any additional services available for the document in question
- **inter-library loan and Document delivery service:** allows to obtain from other libraries books and reproduction of articles or parts of books not available at University libraries.
- **the online information service Chiedi@lla tua biblioteca** answers questions regarding resources and services within 24 hours of the request
- **purchase suggestion form** to propose the purchase of a book
- **suggestion and complaints form** concerning services provided by the University Library System
- **introductory Video Tutorials** on various subjects such as search and use of e-books, journals, databases, electronic and paper documents
- **Service Charter** describing University Library System service delivery procedures

All services may be accessed 24 hours a day; some services request the University authentication. Electronic journals, databases and e-books may be consulted both via the University IP network as well as from home via the proxy service.

Further details at: www.biblio.polimi.it

Please read the Service Charter for details: www.biblio.polimi.it

Location and opening hours

Biblioteca Centrale di Architettura, Via Ampère, 2, -
20131 Milano
Ph. 02/2399.2680 - 2685 - 2693

• opening hours

Monday to Friday: 8:30 am – 11:45 pm
Sunday: 2:00 pm – 9:00 pm

• loans

Monday to Friday: 8:30 am – 11:30 pm
Sunday: 2:00 pm – 9:00 pm



Library resources

The documentary resources of the Biblioteca Centrale di Architettura (Central Architecture Library) include:

- about 65,000 monographs primarily on architecture, art, urban planning, design and related disciplines. There is a special section on works about the city of Milan. The textbooks adopted and recommended for degree programmes in the faculty of architecture are all available in the library. Monographs are kept on open shelves on the basis of the Dewey Decimal Classification (DDC), based on thematic criteria: books on the same subject will therefore be located close together on the shelves;
- more than 2,000 general reference works: encyclopedias, regulatory texts, dictionaries, etc. available for consultation on open shelves;
- about 10,000 antique books and works published prior to 1970, including rare or valuable volumes and collections of periodicals published prior to 1979, kept in the library's historical archives;
- subscriptions to more than 400 Italian and international architecture magazines. Issues subsequent to 1979 are freely available for consultation on open shelves;

The online catalog (OPAC), electronic periodicals, databases and e-books may be consulted from workstations in the library or directly from home at www.biblio.polimi.it

Services

• On site

To access University Library System services, users must be registered and authorised in the university login system. A magnetic badge is required for access to reading rooms.

Consultation of monographs and periodicals

All authorised users may consult bibliographic material in the library and freely access the shelves in the books collections (location BCA and Reference section) and the periodical rooms. The books consulted must be placed on the trolleys provided, not put back on the shelves. Reference works may not be taken out of the library or photocopied. Periodicals may be consulted on the basement floor only.

Loans

Books in the BCA collections may be taken out on loan by authorised users. Each user may borrow up to 5 volumes at the same time for 2 weeks. The book count includes all SBA libraries. Loans may be renewed on-line from OPAC (personal area) or by applying in person with the book or by telephoning to the Loans Service (02/2399.2685), but only if the book has not been requested by another user. Alumni can borrow only 1 book at the same time, and they can renew the loan only once. Late return foresees a penalty. There is a machine for automatically signing out books, operated with the user's personal badge. The loans service closes at 11.30 p.m.

Consulting historical section

About 10,000 antique books and works published prior to 1970, including rare or valuable volumes and collections of periodicals published prior to 1979, are kept in the library's historical archives. The monographs and periodicals kept in the archives may be consulted in the library only. Consultation requests must be presented at the desk at basement level.

Reading room

The reading room is on the basement level. Politecnico students with a magnetic badge may access it.

Reference section appointments

Offers customised assistance in bibliographic research. Write to biblio.reference@polimi.it to request an appointment.

Photocopying

Photocopies may be made in compliance with copyright laws. Reference volumes, bound periodicals, antique and valuable materials and other materials which may be damaged by photocopying may not be photocopied. Damaged volumes may not be photocopied.

• online via OPAC, with authentication

Online services activated are:

- loan request for a document available
- reservation for a document on loan
- loan renewal starting from three days prior to expiry and no later than the expiry
- cancellation of loan requests or reservations
- Inter Library Loan (ILL) request
- purchase suggestion

The catalogue and online services are available also via smartphone by installing the mobile free application for I-Phone and Android



PolimiLibrary